

# Vacancy Announcement



**U.S. Embassy Copenhagen**

|  |                            |                          |
|--|----------------------------|--------------------------|
| <b>ANNOUNCEMENT<br/>NUMBER:<br/>VA 12-02</b> | <b>SUBJECT: Mail Clerk</b> | <b>March 1,<br/>2012</b> |
|--|----------------------------|--------------------------|

**OPEN TO:** All interested candidates/All sources

---

**POSITION:** Mail Clerk

**OPENING DATE:** March 1, 2012

**CLOSING DATE:** March 19, 2012

**WORK HOURS:** Part-time; 32 hours per week

**SALARY:** Ordinarily Resident (OR) 245,397 (part-time) p.a. FSN 3

Non-Ordinarily Resident (NOR) \$17,472.00 (part-time) p.a. FP BB  
(Salary will be determined by EUR/IO-HR)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Copies of Work/Residency permits must be included with your application to be considered for the position.**

The American Embassy in Copenhagen is seeking an individual to fill the position of Mail Clerk in the Information Management Office.

**BASIC FUNCTION OF THE POSITION.**

Receive, sort, control and route all unclassified mail for the Embassy, whether official or personal, via Danish/International post, Diplomatic Post Office (DPO), or Department of State Unclassified Diplomatic Pouch.

***A copy of the complete position description listing all major duties and responsibilities is attached at the end of the Vacancy Announcement.***

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school required.
- 2. Prior Work Experience:** 1 year of general office work experience or 1 year of post office experience required.
- 3. Language Proficiency:** English level 3 (good working knowledge) required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** Basic knowledge of general office procedures required.
- 5. Skills and Abilities:** Good customer service skills and basic computer skills including MS Office required. Must be in good physical condition and capable of heavy lifting.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested candidates for this position must submit a cover letter specific for this position and the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may leave out Personally identifiable information (PII) to protect your identity when forwarding your application e.g. your social security number.

#### **SUBMIT APPLICATION TO**

Interested applicants may apply for this position by emailing the application package to:  
[CopenhagenHRVacancy@state.gov](mailto:CopenhagenHRVacancy@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://www.state.gov/documents/organization/136408.pdf> .

**Your e-mail must state the vacancy announcement number and your name in the subject line.  
Your application package must be received by the HR Office by the closing date.**

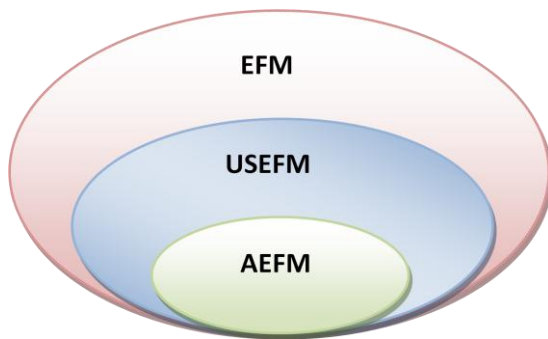
#### **CLOSING DATE FOR THIS POSITION: 19 March, 2012**

**The U.S. Mission in Copenhagen provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State**

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education

- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# *Vacancy Announcement*



**U.S. Embassy Copenhagen**

|  |   |                                       |
|--|---|---------------------------------------|
| <p><b>ANNOUNCEMENT<br/>NUMBER:<br/>12-02</b></p> | <p><b>SUBJECT:<br/>Mail Clerk</b></p> <p><b>MAJOR DUTIES AND RESPONSIBILITIES</b></p> | <p><b>DATE:<br/>March 1, 2012</b></p> |
|--|---|---------------------------------------|

## **14. Major Duties and Responsibilities**

90%

Sorts all official mail to be delivered via the Danish Postal System. Selects class of mail service to be used for each item and affixes appropriate amount of postage utilizing the mailroom franking machine. Maintains record of registered mail. Sorts/routes incoming mail received via the Danish Postal System after completing mandatory mail screening procedures. Sorts mail received via Diplomatic Post Office (DPO) facilities. Answers daily inquiries regarding Unclassified Diplomatic Pouch, local, international and DPO mail service. Transmits all official fax messages, utilizing the mailroom fax machine. Routes incoming fax messages to appropriate Embassy offices and if of an urgent nature, notify specific office of its receipt. Other duties relating to the operation of the mailroom and DPO as required by the Mailroom Supervisor/DPO Postmaster or Information Management Officer.

Other Duties as assigned

10%